

CLASSIFICATION

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 114

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

☒ OTHER (specify) Forecast of Requirements

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

7

Annually

7

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memorandum

External

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number, Form No., or nomenclature. Attach copies of title, etc.)

1.

2.

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
							\$101.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$101.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Top Secret Memorandum submitted since 1953. Directive is external in accord ☐ support procedures. Memorandum is accompanied by six attachments that are lengthy.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐

OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE☐ DISCONTINUE16. DATE OF INVENTORY
October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

SECRET